



IMPORTANT DEADLINES CHECKLIST

The following list of important deadlines will assist you in having a smooth and organized show experience from start to finish. Please note, some of these forms are **required to exhibit**.

For more information and to access forms, please check out the Exhibitor Kit on the Suncoast Boat Show website. We recommend you keep a copy of all orders and take them with you to show site.

ITEM	ADVANCE DEADLINE	ORDERED/RETURNED
<u>Insurance (Liability) (required)</u> For assistance contact: boatshowinsurance@informa.com	<u>ASAP</u>	_____
<u>Catering Services</u> For assistance contact: Amanda.Kaaa@informa.com	TBD	_____
<u>Communication Services Order Form (WIFI)</u> For assistance contact: Wolodymyr.Danylyshyn@informa.com	TBD	_____
<u>Tent Order Form</u> For assistance contact: tents@informa.com	<u>TBD</u>	_____
Click Here for Hotel Reservations	<u>ASAP</u>	_____
<u>Electric Services</u> For assistance contact: Yemmy.Gongora@informa.com	<u>March 21</u>	_____
<u>Convention Services and Equipment</u> For assistance contact: Claire.VanDyk@informa.com		_____
<ul style="list-style-type: none"> • <u>Booth Package Form</u> • <u>Carpet</u> • <u>Flooring</u> • <u>Forklift Service Order Form</u> • <u>Furniture</u> • <u>Material Handling Form</u> • <u>Material Shipping Instructions</u> • <u>Vacuuming & Cleaning</u> 	<u>March 21</u>	_____ _____ _____ _____ _____ _____ _____
<u>Credentials (required)</u> For assistance contact: Credentials.SFV@informa.com	<u>April 18</u>	_____